

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 06/07/17

**Agenda Date Requested:** 06/12/17

**Time Requested:** 15 Minutes

**To:** Carson City Visitors Bureau - Board of Directors

**From:** Joel Dunn, Executive Director

**Subject Title:** Approval of the adjusted FY17 budget report.

**Staff Summary:** A Comparative Statement of Adjusted Revenue, Expenses and Fund Balance for the CCVB Funds are attached.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the adjusted FY17 Budget Report as presented through May, 2017.

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** CCVB Budget Report – May, 2017

**Prepared By:** Joel Dunn, Executive Director

## CARSON CITY VISITORS BUREAU

### 2016/2017 (FY17) MASTER BUDGET REPORT

as of Accounting Period 11/2017 (through May 31, 2017)

92% of FY17 lapsed

BEGINNING FUND BALANCE	FY17 BUDGETED CARRY OVER	FY18 PROJECTED CARRY OVER	FY16 ACTUAL CARRY OVER
VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)	599,428.05	599,428.05	574,424.00
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	117,294.86	117,294.86	104,230.00
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	566,590.00	566,590.00	565,607.00
<b>TOTAL</b>	<b>1,283,312.91</b>	<b>1,283,312.91</b>	<b>1,244,261.00</b>

*Room Tax Revenue payments received for July 2016-April 2017 as of 05/31/17*

FY17 REVENUE	FY17 BUDGET	FY17 PROJECTION	FY17 ACTUAL *	% RCVD
VISITORS BUREAU ROOM TAX 740-0000-318.35-00	898,717.13	1,080,797.71	862,621.80	79.8%
CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-01	359,486.85	360,199.86	287,487.89	79.8%
V&T CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-02	-	-	-	
V&T MARKETING 740-0000-318.35-03	359,486.85	360,199.86	287,487.89	79.8%
ART & CULTURE 740-0000-318.35-04	179,743.43	180,099.93	143,743.94	79.8%
GIFT STORE 740-0000-347.61-00	30,000.00	12,900.00	12,876.91	99.8%
REFUNDS/REIMBURSEMENTS 740-0000-366.05-00	-	-	-	
GRANTS 740-0000-126.01-00	32,500.00	25,000.00	650.00	2.6%
DONATIONS RECEIVED 740-0000-365.92-00	-	-	3,005.00	
RTT BUS PASS SALES 740-0000-347.60-01	4,200.00	1,015.00	1,014.15	99.9%
VISITORS BUREAU INTEREST INCOME 740-0000-361.01-00	1,388.00	1,388.00	5,328.07	383.9%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00	520.00	520.00	1,998.02	384.2%
V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00	983.00	983.00	3,774.04	383.9%
<b>TOTAL</b>	<b>1,867,025.25</b>	<b>2,023,103.36</b>	<b>1,609,987.71</b>	<b>79.6%</b>
<b>FY17 CCVB REVENUE TOTAL</b>	<b>1,506,035.40</b>	<b>1,661,400.50</b>	<b>1,316,727.76</b>	<b>79.3%</b>
<b>FY17 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>360,006.85</b>	<b>360,719.86</b>	<b>289,485.91</b>	<b>80.3%</b>
<b>FY17 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>983.00</b>	<b>983.00</b>	<b>3,774.04</b>	<b>383.9%</b>
<b>TOTAL</b>	<b>1,867,025.25</b>	<b>2,023,103.36</b>	<b>1,609,987.71</b>	<b>79.6%</b>
<b>FY17 CCVB EXPENDABLE REVENUE TOTAL</b>	<b>2,080,459.40</b>	<b>2,235,824.50</b>	<b>1,891,151.76</b>	<b>84.6%</b>
<b>FY17 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>464,236.85</b>	<b>464,949.86</b>	<b>393,715.91</b>	<b>84.7%</b>
<b>FY17 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>566,590.00</b>	<b>566,590.00</b>	<b>569,381.04</b>	<b>100.5%</b>
<b>FY17 EXPENDABLE REVENUE TOTAL</b>	<b>3,111,286.25</b>	<b>3,267,364.36</b>	<b>2,854,248.71</b>	<b>87.4%</b>

## CARSON CITY VISITORS BUREAU

### 2016/2017 (FY17) MASTER BUDGET REPORT

INTERGOVERNMENTAL EXPENDITURES	FY17 BUDGET	FY17 PROJECTION	FY17 ACTUAL*	% RCVD
CC INTERLOCAL AGREEMENT 1% 740-7200-413.25-10	134,807.57	163,403.11	100,876.86	61.7%
CCPR FIELD MAINT 3/16% 740-7200-413.25-11	33,701.89	30,638.08	18,914.42	61.7%
NCOT 3/8% 740-7200-413.25-12	67,403.78	67,403.78	54,283.23	80.5%
CAPITAL PROJECT FUND 2% 740-7251-425.25-01	321,327.50	347,655.00	26,327.50	7.6%
V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02	-	-	-	
<b>INTERGOVERNMENTAL EXPENDITURES TOTAL</b>	<b>557,240.75</b>	<b>609,099.98</b>	<b>200,402.01</b>	<b>32.9%</b>

VISITORS BUREAU SALARIES & WAGES	FY17 BUDGET	FY17 PROJECTION	FY17 ACTUAL*	% EXPENDED
SALARIES 0101	374,561.89	363,478.26	310,983.52	
SALARIES 0102	14,787.00	14,787.00	6,978.74	
MANAGEMENT LEAVE 0106	-	-	817.28	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	-	
HOLIDAY PAY 0116	-	-	-	
<b>TOTAL</b>	<b>389,348.89</b>	<b>378,265.26</b>	<b>318,779.54</b>	<b>84.3%</b>

VISITORS BUREAU EMPLOYEE BENEFITS	FY17 BUDGET	FY17 PROJECTION	FY17 ACTUAL*	% EXPENDED
MEDICARE 0225	5,645.56	5,484.85	4,595.55	
RETIREMENT 0230	104,877.33	101,773.91	87,304.21	
GROUP INSURANCE 0240	84,568.59	84,568.59	55,237.16	
WORKERS COMP. 0250	3,941.78	3,941.78	3,405.26	
CAR ALLOWANCE 0270	4,000.00	7,000.00	5,306.60	
PHONE ALLOWANCE 0271	960.00	1,920.00	1,360.00	
<b>TOTAL</b>	<b>203,993.26</b>	<b>204,689.13</b>	<b>157,208.78</b>	<b>76.8%</b>

<b>VISITORS BUREAU SALARIES - BENEFITS TOTAL</b>	<b>593,342.16</b>	<b>582,954.39</b>	<b>475,988.32</b>	<b>81.7%</b>
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**CARSON CITY VISITORS BUREAU**  
**2016/2017 (FY17) MASTER BUDGET REPORT**

VISITORS BUREAU PROFESSIONAL SERVICES	FY17 BUDGET	FY17 PROJECTION	FY17 ACTUAL*	% EXPENDED
TRAINING/CONFERENCE/WORKSHOPS 0330	10,000.00	10,000.00	890.00	8.9%
CONTRACT EMPLOYEES 0340	55,000.00	72,000.00	51,688.08	71.8%
CONTRACTUAL AGREEMENTS/SERVICES 0349	28,000.00	36,000.00	34,229.35	95.1%
UNEMPLOYMENT CLAIMS	-	-	-	
<b>TOTAL</b>	<b>93,000.00</b>	<b>118,000.00</b>	<b>86,807.43</b>	73.6%
<b>VISITORS BUREAU PROPERTY SERVICES</b>				
EQUIPMENT REPAIR & MAINT. 0430	500.00	500.00	-	0.0%
RENT 0440	62,948.00	62,948.00	52,452.92	83.3%
OFFICE EQUIPMENT RENTAL/LEASE 0444	28,841.00	28,841.00	10,261.47	35.6%
<b>TOTAL</b>	<b>92,289.00</b>	<b>92,289.00</b>	<b>62,714.39</b>	68.0%
<b>VISITORS BUREAU OTHER SERVICES</b>				
INSURANCE 0512	3,000.00	4,000.00	3,037.82	75.9%
SPECIAL EVENT 0540	146,254.62	146,254.62	97,973.32	67.0%
PRINTING/ADVERTISING - 0542	148,438.65	151,438.65	69,902.19	46.2%
TRADE SHOWS 0543	3,000.00	6,000.00	5,225.00	87.1%
GOLF PROJECTS 0544	8,800.00	8,800.00	-	0.0%
DUES/MEMBERSHIP/PUBLICATIONS 0545	3,750.00	3,750.00	2,894.23	77.2%
RTC BUS PASSES 0560	4,200.00	1,084.00	1,083.75	100.0%
TRAVEL/LODGING 0580	10,000.00	26,000.00	19,040.97	73.2%
<b>TOTAL</b>	<b>327,443.27</b>	<b>347,327.27</b>	<b>199,157.28</b>	57.3%
<b>VISITORS BUREAU OPERATING SUPPLIES</b>				
OFFICE SUPPLIES 0601	5,000.00	5,000.00	2,666.06	53.3%
OPERATING SUPPLIES 0625	112,579.81	204,579.81	67,244.88	32.9%
SMALL FURNISHINGS 0675	2,000.00	2,000.00	968.91	48.4%
STORE INVENTORY 0697	30,000.00	10,601.00	10,600.43	100.0%
<b>TOTAL 06-25</b>	<b>149,579.81</b>	<b>222,180.81</b>	<b>81,480.28</b>	36.7%
<b>VISITORS BUREAU UTILITIES</b>				
TELEPHONE 0710	5,000.00	5,500.00	4,261.62	77.5%
POWER 0712	3,700.00	3,700.00	2,973.54	80.4%
UTILITIES GAS 0713	3,000.00	3,000.00	1,396.46	46.5%
<b>TOTAL</b>	<b>11,700.00</b>	<b>12,200.00</b>	<b>8,631.62</b>	70.8%
<b>VISITORS BUREAU SERVICE AND SUPPLIES TOTAL</b>	<b>674,012.08</b>	<b>791,997.08</b>	<b>438,791.00</b>	55.4%

**CARSON CITY VISITORS BUREAU**  
**2016/2017 (FY17) MASTER BUDGET REPORT**

ENDING FUND BALANCE	FY16 BUDGET	FY16 PROJECTION	FY16 ACTUAL
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	235,913.25	261,444.98	174,074.51
VISITORS BUREAU SALARIES & BENEFITS TOTAL	593,342.16	582,954.39	475,988.32
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	674,012.08	791,997.08	438,791.00
VISITORS BUREAU CONTINGENCY TOTAL	20,000.00	20,000.00	
VISITORS BUREAU EXPENDITURES TOTAL	1,523,267.48	1,656,396.45	1,088,853.83
VISITORS BUREAU CONTINGENCY BALANCE	20,000.00	20,000.00	
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	2,080,459.40	2,235,824.50	1,891,151.76
VISITORS BUREAU ENDING FUND BALANCE TOTAL	<b>577,191.92</b>	<b>599,428.05</b>	<b>802,297.93</b>
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	321,327.50	347,655.00	26,327.50
CAPITAL EXPENDABLE REVENUE TOTAL	464,515.95	464,949.86	393,715.91
CAPITAL ENDING FUND BALANCE TOTAL	<b>143,188.45</b>	<b>117,294.86</b>	<b>367,388.41</b>
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	-	-	-
V&T CAPITAL EXPENDABLE REVENUE TOTAL	468,661.00	566,590.00	569,381.04
V&T CAPITAL ENDING FUND BALANCE TOTAL	<b>468,661.00</b>	<b>566,590.00</b>	<b>569,381.04</b>